



September 18, 2023

To: Mayor Jerry L. Demings  
-AND-  
County Commissioners

From: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,  
Procurement Division

Contact: Lindy A. Wolfe, P.E., LEED-AP, Manager II, Utilities Engineering  
Division  
407-254-9918

Subject: Approval of Change Orders No. 2 and 3, Task Authorization No. 9,  
Additional Design and Bidding Services for Bithlo Rural Area Water -  
Phase 1 West Project, Contract Y20-905A

ACTION REQUESTED:

Approval of Change Orders No. 2 and 3, Task Authorization No. 9, Additional Design and Bidding Services for Bithlo Rural Area Water - Phase 1 West Project, Contract Y20-905A, with CPH, Inc. in the amounts of \$15,188.02 and \$10,380.49, for a revised award total of \$681,556.45.

PROCUREMENT:

Change Orders No. 2 and 3 will provide additional design services to allow the Consultant to re-evaluate the project area and breakdown the project into multiple phases to maximize the funding source allocated. All bidding and permitting documents will need to be updated and resubmitted, including plan documents to accommodate the new phase lines of the project.

FUNDING:

Funding is available in account number 4420-038-1450-0068-6340.

APPROVALS:

The Utilities Engineering and Business Development Divisions concur with this recommendation.

REMARKS:

In accordance with the Procurement Procedures Manual, the Procurement Manager is authorized to approve individual task authorizations within the overall scope of the continuing contract up to \$500,000. The procurement committee shall be authorized to review and provide preliminary approval of individual task authorizations within the overall scope of the continuing contract beyond the procurement manager's authority. The Board has final authority for such task authorizations. In accordance with the above, the Procurement Committee reviewed and provided preliminary approval of the change orders on September 13,

**Approval of Change Orders No. 2 and 3, Task Authorization No. 9, Additional Design and Bidding Services for Bithlo Rural Area Water - Phase 1 West Project, Contract Y20-905A**

**Page 2**

2023. Change Order No. 2 is for additional engineering, bidding, and permitting services. These additional services are to reevaluate the project area and breakdown the project into multiple phases to efficiently bid the project and maximize the funding source allotted. Change Order No. 3 is for rebidding services that include revisions to plans, specifications, cost estimates, respond to questions from bidders, and review submitted references. Below is a history of the task authorization:

**Original Task Authorization Issued (PO C20905A009) Date:10/13/2021**

**Amount: \$573,629.68**

**Change Order No. 1 Date: 1/14/2022 Amount \$82,358.26**

Additional engineering services under Task 5A Public Relations to provide Public Information Officer (PIO) services to assist the Orange County Utilities Division with this project.